# DAJD POLICY INDEX

| POLICY # | POLICY TITLE | DATE APPROVED |
|---|---|---|
| | **Chapter One**<br>**Administration & Personnel Management** | |
| 1.01.001 | Code of Conduct (AD) | 03-01-2019 |
| 1.01.004 | Department Vehicles (AD) | 05-06-2025 |
| 1.01.005 | Executive Duty Officer | 08-26-2025 |
| 1.01.006 | Staff Responsibilities Regarding Litigation against KingCounty and Duty-Related Criminal Prosecutions (AD) | 06-21-2024 |
| 1.01.007 | Use of Artificial Intelligence (AD) | 05-06-2025 |
| 1.01.008 | Processing Staff Reports (AD) | 07-02-2025 |
| 1.01.009 | KCCF Secured Parking – 4A/4B | 12-05-2024 |
| 1.01.010 | Policy Management (AD) | 07-02-2025 |
| 1.01.011 | Facility Tours (AD) | 09-24-2025 |
| 1.01.012 | Release of Information | 01-24-2023 |
| 1.01.013 | Tobacco and Electronic Smoking Device Use (AD) | 08-26-2025 |
| 1.01.014 | Solicitation of Department Employees (AD) | 01-24-2023 |
| 1.01.015 | Media Access to Residents and Facilities | 12-02-2022 |
| 1.01.016 | Honor Guard | 08-28-2024 |
| 1.01.017 | Public Information Officer (AD) | 10-11-2022 |
| 1.02.001 | Claims Investigation (AD) | 06-27-2022 |
| 1.02.002 | Property Loss or Damage (AD) | 11-26-2024 |
| 1.02.004 | Resident Funds | 09-24-2025 |
| 1.02.006 | Quartermaster and Inventory Control | 06-17-2021 |
| 1.02.007 | Payroll Files (AD) | 11-26-2024 |
| 1.02.008 | Reimbursement of Expenses (AD) | 05-06-2025 |
| 1.02.010 | Workforce Management | 07-19-2024 |
| 1.02.011 | Supplies, Purchasing and Procurement (AD) | 02-07-2025 |
| 1.02.012 | Tracking Controllable Assets (AD) | 11-16-2021 |
| 1.02.014 | Fiscal Policies, Procedures, Best Practices, Internal Controls and Audit Preparedness (AD) | 07-31-2025 |
| 1.02.015 | Multi-Factor Authentication (AD) | 08-26-2025 |
| 1.03.001 | Administer Leave Benefits (AD) | 06-05-2025 |
| 1.03.003 | Awards Program (AD) | 08-29-2024 |
| 1.03.004 | Bereavement Leave (AD) | 10-11-2022 |
| 1.03.007 | Change of Employee Personal Information (AD) | 02-14-2022 |
| 1.03.008 | Administrative & Staff Areas | 01-12-2022 |
| 1.03.011 | Employee Death or Serious Injury Notification to Families (AD) | 09-12-2025 |
| 1.03.012 | Leave of Absence Without Pay (LWOP) (AD) | 12-16-2021 |
| 1.03.015 | Employee Assistance Program (AD) | 04-15-2022 |
| 1.03.016 | Background Investigations (AD) | 12-05-2024 |
| 1.03.017 | Family Medical Leave Act (FMLA) (AD) | 08-11-2022 |
| 1.03.019 | Employee Appearance Standards | 05-25-2023 |

# DAJD POLICY INDEX

| POLICY # | POLICY TITLE | DATE SIGNED |
|---|---|---|
| 1.03.022 | Inclement Weather (AD) | 11-30-2023 |
| 1.03.024 | Jury Duty (AD) | 05-27-2025 |
| 1.03.026 | Return to Work after Illness or Injury (AD) | 05-06-2025 |
| 1.03.027 | Maintenance of Personnel Records (AD) | 08-01-2022 |
| 1.03.031 | Secondary Employment and Volunteer Activities (AD) | 02-14-2023 |
| 1.03.032 | Department Overtime (AD) | 10-02-2025 |
| 1.03.033 | Anti-Fraternization (Rescind after adding to CoC) | 11-17-2017 |
| 1.03.034 | Employee Punctuality (AD) | 04-01-2022 |
| 1.03.039 | Approved Employee Dress | 08-27-2021 |
| 1.03.041 | Employee Leave Use (AD) | 11-20-2023 |
| 1.03.042 | Equity Teams (AD) | 06-18-2025 |
| 1.03.046 | Equity, Racial, and Social Justice (AD) | 07-31-2025 |
| 1.03.049 | Background Reviews for ACCESS/WACIC (AD) | 03-26-2024 |
| 1.03.050 | Drug Use (AD) | 02-26-2020 |
| 1.03.052 | Criminal Justice Information Services (AD) | 06-07-2023 |
| 1.03.054 | Protection of Criminal Justice Information (AD) | 06-08-2022 |
| 1.03.060 | Corrective Documents (AD) | 01-25-2022 |
| 1.03.061 | Personnel Action Tracking Software (AD) | 07-09-2021 |
| 1.03.062 | Performance Management System (AD) | 07-16-2025 |
| 1.04.002 | Investigations of Alleged Staff Misconduct (AD) | 07-31-2025 |
| 1.04.003 | Emergency Relief from Duty (AD) | 06-17-2021 |
| 1.05.001 | Special Investigation Unit (AD) | 05-21-2025 |
| 1.07.001 | Lactation Accommodation (AD) | 07-18-2022 |
| 1.07.003 | Field Training Program | 05-06-2025 |
| 1.07.004 | General Training Standards (AD) | 06-18-2025 |
| 1.07.005 | Potential Impeachment Reporting (AD) | 02-14-2022 |
| 1.08.001 | Forms Control (AD) | 07-09-2021 |
| 1.08.002 | Department Records (AD) | 08-27-2021 |
| 1.09.003 | Electronic Mail (AD) | 11-26-2024 |
| 1.09.007 | Electronic Communication Devices (AD) | 08-28-2024 |
| 1.09.010 | Use of Social Media (AD) | 04-21-2022 |
| | | |
| | **Chapter 2<br>Physical Plant** | |
| 2.01.001 | Emergency After-Hours Repairs | 05-06-2025 |
| 2.01.002 | Maintenance and Code Compliance | 05-06-2025 |
| 2.01.005 | Vending Machine Services | 02-15-2024 |
| 2.01.006 | Installation of Permanent Fixtures, Appliances and Mechanical Devices (AD) | 08-28-2024 |
| 2.01.007 | Environmental Health and Safety Inspections | 05-18-2016 |

# DAJD POLICY INDEX

| POLICY # | POLICY TITLE | DATE SIGNED |
|---|---|---|
| | **Chapter 3**<br>**Emergency Procedures** | |
| 3.01.001 | Exposure Control Plan for Bloodborne Pathogens (AD) | 03-11-2025 |
| 3.01.005 | Inspection and Maintenance of First Aid Equipment (AD) | 08-11-2022 |
| 3.01.007 | Opioid Overdose Reversal Medications (AD) | 04-26-2024 |
| 3.01.008 | Respiratory Protection Program (AD) | 04-12-2023 |
| 3.01.009 | Safety Committee (AD) | 07-31-2023 |
| 3.01.011 | Health Precaution Codes | 07-18-2022 |
| 3.01.012 | TB Control Plan | 05-07-2025 |
| 3.02.002 | Incident Command System | 08-26-2025 |
| 3.02.003 | Emergency Drills | 07-09-2021 |
| 3.02.004 | Emergency Response | 01-12-2022 |
| 3.02.005 | Employee Job Action Plan | 09-09-2022 |
| 3.02.006 | Equipment and Power Failure | 01-12-2024 |
| 3.02.007 | Escape Response Plan | 11-28-2023 |
| 3.02.008 | Resident Fights and Assaults | 10-31-2023 |
| 3.02.010 | Internal Flooding | 10-20-2025 |
| 3.02.011 | Hostage Plan | 02-08-2021 |
| 3.02.014 | Death Investigations, Administrative Reviews and Inquests (AD) | 05-09-2024 |
| 3.02.015 | Resident/Detained Youth Notification of Family Emergency (AD) | 09-27-2021 |
| 3.02.018 | Jail Freeze and Lockdown | 01-31-2024 |
| 3.02.019 | Mass Arrest Plan | 09-15-2021 |
| 3.02.021 | Public Crime and Medical Emergencies | 02-14-2022 |
| 3.02.022 | Public Demonstrations | 12-03-2021 |
| 3.02.024 | Transport Emergency Procedure | 03-02-2023 |
| 3.02.025 | Duty to Warn (AD) | 05-25-2023 |
| | **Chapter 4**<br>**Security & Use of Force** | |
| 4.01.001 | Attorney Pass-Through Slots | 10-21-2021 |
| 4.01.002 | Searches and Contraband Control | 03-26-2024 |
| 4.01.005 | Search and Screening at Public Entrances | 04-28-2023 |
| 4.01.006 | Inmate Telephone System | 04-19-2023 |
| 4.01.008 | Identification for Access to Department Facilities | 01-04-2022 |
| 4.01.009 | Resident Wristbands | 02-14-2022 |
| 4.01.010 | Key Control | 06-21-2024 |
| 4.01.012 | Perimeter Security | 02-08-2021 |
| 4.01.015 | Post Orders | 10-20-2025 |
| 4.01.019 | Security Checks | 01-28-2025 |
| 4.01.020 | Canine Teams | 10-20-2025 |
| 4.01.021 | Evidence Collection and Storage (AD) | 09-24-2025 |
| 4.01.023 | Video Recordings (AD) | 05-06-2025 |

# DAJD POLICY INDEX

| POLICY # | POLICY TITLE | DATE SIGNED |
|---|---|---|
| 4.01.026 | Hunger Strikes/Forced Feeding | 08-01-2022 |
| 4.01.027 | Compelled Medication | 04-01-2022 |
| 4.01.028 | Juvenile Court Decline Transport (AD) | 09-24-2025 |
| 4.01.029 | Public Audio/Video Recording in the Unsecured Perimeter | 09-12-2025 |
| 4.02.004 | Roll Call | 09-23-2022 |
| 4.02.005 | Search of Residents | 10-28-2025 |
| 4.03.001 | Impact Weapons | 02-03-2023 |
| 4.03.002 | Programming Security Chairs | 01-12-2022 |
| 4.03.003 | Electronic Stun Shield | 02-03-2023 |
| 4.03.005 | Firearms | 03-28-2024 |
| 4.03.006 | Pepper Spray | 09-24-2025 |
| 4.03.007 | Restraint Board | 08-25-2022 |
| 4.03.008 | Restraint Chair | 11-08-2021 |
| 4.03.009 | Restraints | 07-09-2021 |
| 4.03.010 | Sexual Abuse Incident Review Committee (AD) | 09-08-2022 |
| 4.03.011 | Force Review Committee | 07-31-2025 |
| 4.03.012 | Shooting Review Board | 08-13-2021 |
| 4.03.013 | Shotgun Use and Storage | 04-01-2022 |
| 4.03.014 | Use of Force | 03-28-2024 |
| 4.03.016 | Resident Escorts | 12-06-2023 |
| 4.03.017 | Restraint of Pregnant Residents | 06-30-2021 |
| 4.03.018 | Taser® | 03-14-2023 |
| 4.03.020 | Corrections Emergency Response Team | 09-24-2025 |
| 4.04.001 | Court Remand | 07-27-2023 |
| 4.04.002 | Hospital Guarding | 06-09-2021 |
| 4.04.004 | Compelled Court Appearances | 09-15-2021 |
| 4.04.007 | DOC Hearings | 09-15-2021 |
| 4.04.010 | Medical Isolation Transport | 09-15-2022 |
| 4.04.011 | KCCF - SJC Tunnel | 11-28-2023 |
| | **Chapter 5<br>Intake & Release** | |
| 5.01.001 | Intake Procedures | 03-27-2023 |
| 5.01.002 | Body Scanner Screening | 01-07-2021 |
| 5.02.001 | Amending Court Charges | 05-02-2023 |
| 5.02.002 | Bail Bond Agency Surrenders | 10-27-2022 |
| 5.02.003 | Booking of Foreign Nationals | 05-02-2023 |
| 5.02.004 | Booking | 03-27-2023 |
| 5.02.014 | Fingerprints, Imaging and DNA Collection | 05-06-2025 |
| 5.02.017 | ICE Detainers and Administrative Warrants, Gathering Immigration Related Information and Consular Notification/Access, and Access to Residents and Records by Federal Immigration Authorities (AD) | 03-26-2024 |

# DAJD POLICY INDEX

| POLICY # | POLICY TITLE | DATE SIGNED |
|---|---|---|
| 5.04.007 | Releases | 11-26-2024 |
| 5.04.001 | DOC Transfers | 01-28-2022 |
| 5.04.002 | Inter-Facility Transport | 04-19-2021 |
| 5.05.002 | Missing and Unclaimed Property (AD) | 07-02-2025 |
| 5.05.004 | Shift Cash Reports and Safe Procedures | 11-08-2021 |
| 5.05.005 | Disposition of Personal Property | 02-28-2022 |
| 5.06.001 | Acceptance of Cash and Bonds | 09-15-2021 |
| 5.07.001 | Good Time Credit | 09-15-2021 |
| 5.07.002 | Sentence Computation and Tracking | 10-14-2021 |
| | **Chapter 6<br>Classification** | |
| 1300.1 | Implementation of Hammer vs King County | 10-01-1991 |
| 6.01.001 | Resident Kites | 10-21-2021 |
| 6.01.002 | Classification Reviews | 07-30-2018 |
| 6.01.003 | Hazard Identification Codes | 08-27-2021 |
| 6.01.004 | Inmate Behavior Alert Report | 11-16-2021 |
| 6.01.005 | Inmate Classification and Assessment | 11-28-2022 |
| 6.01.006 | Keep Separates | 06-15-2021 |
| 6.01.008 | Phone Restriction | 11-16-2021 |
| 6.01.012 | Accommodating Residents with Disabilities | 10-13-2020 |
| 6.02.001 | Housing Multidisciplinary Team (MDT) | 09-24-2025 |
| 6.02.002 | Resident Disciplinary System | 07-16-2025 |
| 6.03.001 | Restrictive Housing | 03-14-2023 |
| 6.03.002 | Restrictive Housing Contraindications | 11-16-2021 |
| 6.03.003 | Critical Resident Placement | 03-08-2021 |
| 6.03.004 | Security Threat Group Management | 09-15-2021 |
| 6.03.007 | Transgender Residents | 02-15-2024 |
| 6.03.011 | Adult Age-Out Inmates | 11-08-2025 |
| 6.04.001 | Prison Rape Elimination Act (PREA) | 05-09-2024 |
| 6.04.002 | Resident Grievance Procedures | 09-24-2025 |
| 6.04.003 | Inmate Rights and Privileges | 04-21-2021 |
| 6.04.005 | Notary Public | 10-21-2021 |
| 6.04.006 | Resident Marriages | 09-15-2021 |
| 6.05.005 | Droplet Precaution/COVID-19/MPX Medical Isolation Housing | 09-23-2022 |
| | Chapter 7 Inmate Services | |
| 7.01.001 | Medical Alerts | 11-28-2023 |
| 7.01.005 | Medical and Psychiatric Housing | 11-22-2023 |
| 7.02.006 | Suicide Prevention and Intervention | 11-21-2023 |
| 7.03.002 | Sanitation of Housing Units | 10-31-2023 |
| 7.03.003 | Uniforms, Bedding and Linen Supplies | 12-16-2022 |
| 7.03.005 | Hygiene | 12-16-2022 |
| 7.03.006 | Pest Control | 11-16-2021 |

# DAJD POLICY INDEX

| | | |
|---|---|---|
| 7.03.007 | Razors, Nail and Hair Clippers | 12-03-2021 |
| 7.04.003 | Food Services Management and Operations | 11-26-2024 |
| 7.04.006 | Special Diets | 11-26-2024 |
| 7.05.001 | Commissary System | 04-03-2024 |
| 7.05.002 | Indigent Inmates | 10-27-2022 |
| 7.06.001 | Electronic Tablet Program | 06-05-2025 |
| 7.06.002 | Inmate Mail | 10-26-2018 |
| 7.06.004 | Visiting | 05-06-2025 |
| 7.07.002 | Legal Workstation | 01-04-2022 |
| 7.08.001 | Limited English Proficiency | 06-05-2025 |
| 7.08.005 | Inmate Voting and Registration | 12-03-2021 |
| | | |
| | **Chapter 8**<br>**Inmate Programs** | |
| 8.01.002 | Resident Worker Reward Program | 07-16-2025 |
| 8.03.003 | Inmate Recreation | 05-01-2020 |
| 8.04.001 | Religious Practices | 07-17-2023 |